TARNEIT RISE PRIMARY SCHOOL CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 7002 6580.

PURPOSE

Tarneit Rise Primary School is committed to ensuring that cash handling practices are consistent and transparent across the school.

Tarneit Rise Primary School will implement the measures outlined below in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of Tarneit Rise Primary School.

POLICY

Roles and responsibilities of staff

At Tarneit Rise Primary School our Business Manager and some ES staff are responsible for managing cash at our school.
Where possible, segregation of duties will be maintained so that no individual will be responsible for more than one of the following:

- receipting of cash and issuing receipts
- preparing the banking
- taking the monies to the bank
- completion of the bank reconciliation

If this is not possible due to lack of available staff, the Department's "Segregation of Duties – Cash Checklist" will be implemented and signed off for audit purposes.

Storage of cash

Monies must be kept in a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.
No monies are to be kept in classrooms or left at school during holiday periods.

Collection of Cash

From the Classroom

Cash Envelope System:

The collection of cash is part of the financial accountability of the school. All school activities involving money are recorded through the Accounts Receivable Module of the CASES21 system through the General Office.

Classroom Teachers:

- Collect cash envelopes from students first thing each morning.
- Fill in the cash sheet.
- Deliver all Cash envelopes in plastic pockets to the General Office by 8.55 am
- Make sure no money is left in classrooms.

General Office:

- The General Office will immediately issue a formal receipt to the payer for all monies received from all sources (i.e., cash, cheques, and EFTPOS) and process through CASES21. A duplicate receipt will be retained – either a physical receipt or a CASES21 system copy.
- Before banking - reconcile total receipts for the day with totals of cash and cheques to be banked.
- Prepare banking by completing the Cash Banking Form, printing the Bank Deposit Slip (using CASES21), and reconciling it with the total money received and the total amounts recorded through CASES21.
- Depositor to sign bank deposit slip.
- Bank regularly.
- Perform regular bank reconciliations.
- Store cash in the safe.
- Money collected away from the classroom or General Office e.g., Book Club or lunchtime fundraisers, is to be handed to the General Office on the day of receipt unless circumstances make this impracticable. Money received away from the General Office must be double counted at the point of collection, and a control receipt issued before it is provided to the General Office for banking.

Records and receipting

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

Monies received from the classroom will be entered into CASES21, and receipts returned to the classroom to be handed out to students within 48 hours.

Where monies are received over the counter at the office, they will be entered into CASES21, and an official receipt issued immediately to the payer.

A CASES21 bank deposit slip will be printed and reconciled with the total receipts for the day and the total cash/cheques to be banked.

Funds are to be banked weekly and at different times of the day.

No receipt is to be altered. Where a mistake is made, approval must be sought before reversing the incorrect receipt. Copies of the incorrect receipt should be retained with details of why it was reversed.

Before a receipt batch is updated, a receipt can be reprinted if necessary. The word REPRINT appears on the receipt. After the batch has been updated, if a copy of the receipt is requested the Family Statement, Family Matching Transactions Report, or the Family Transaction History can be printed.

Cheques

No personal cheques are to be cashed.

All cheques received by mail are to be entered in a remittance book, and all cheques which have not already been crossed "not negotiable", should be crossed as soon as they are received.

Fundraising

Two parents or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, for example, the Annual TRPS Movie Night.

Reporting concerns

Discrepancies that cannot be accounted for must be reported to the Principal.

All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the Executive Director, Audit and Risk Division by email addressed to: fraud.control@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools
  - Section 3 Risk Management
  - Section 4 Internal Controls
  - Section 10 Receivables Management and Cash Handling

EVALUATION

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee and School Council.

POLICY REVIEW AND APPROVAL

Created date	September 2017
Policy Number	17
Version Number	9
Consultation	School Council – finance subcommittee
Endorsed by	Principal
Endorsed on	March 2026
Next review date	2027